



**Incident Report – Real Estate Sector**

**\*\* CRITICAL INFRASTRUCTURE INFORMATION \*\***

*Express Statement to the Federal Government: This information is voluntarily submitted to the federal government in expectation of protection from disclosure as provided by provisions of the Critical Infrastructure Information Act of 2002.*

In order to be considered for qualification as “protected,” the information must be voluntarily submitted for use by the Department of Homeland Security (DHS) for the security of critical infrastructure, must be accompanied by the notice printed at the top of this form (the “Express Statement”) and the certification printed at the bottom of this form, and cannot be information that is otherwise required to be submitted to the government.

**Section I – Report Origination Information**

**Please complete either Part A or Part B, as appropriate.**

**PART A: FIRST-TIME REPORT OF AN INCIDENT**

**Today’s date:**

**Street number of property:**

**Zip code of property:**

(For example, if the building is located at 12402 Main Street, enter 12402; if the building is located at One Main Center, enter 1; or if the property has no numeric address, such as Main Street Center, enter 10.)

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The number series above is your Incident Report reference number. Please note it for future use.

City in which property is located:

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**PART B: FOLLOW-UP REPORT ON AN INCIDENT**

Today's date:

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If you are submitting additional information about an incident or series of incidents already reported to DHS, enter the reference number of the initial report here. (Note: Your Incident Report reference number may not contain as many numbers as there are boxes here.)

/   /

**Your Contact Information**

Name \_\_\_\_\_

Title \_\_\_\_\_

Organization \_\_\_\_\_

Street Address \_\_\_\_\_

City, State, Zip \_\_\_\_\_

Telephone \_\_\_\_\_ Fax \_\_\_\_\_

Email \_\_\_\_\_

**Security Director for the Property or Your Organization**

(if not the same person as above)

Name \_\_\_\_\_

Title \_\_\_\_\_

Organization \_\_\_\_\_

Street Address \_\_\_\_\_

City, State, Zip \_\_\_\_\_

Telephone \_\_\_\_\_ Fax \_\_\_\_\_

Email \_\_\_\_\_

## Section II – Basic Property Information

Please select all that apply relative to the specific property this report is about:

**Lodging**

- Under 100 guest rooms
- Over 100 guest rooms
- Luxury/Upscale
- Budget

**Multi-housing**

- High-rise
- Garden/Low-rise
- Under 100 living units
- Over 100 living units
- Luxury/Upscale
- "Affordable"/Low-income

**Office**

- Class A
- Class B
- Class C

**Industrial**

**Retail**

- Shopping mall
- Shopping center
- Local
- Regional/Super-regional
- Mega-regional/National destination center

**Other property type (please explain):**

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If office, industrial or retail, what is the approximate size of the building:

- Under 100,000 sf
- 101,000-500,000 sf
- 501,000-1,000,000 sf
- Over 1,000,000 sf

Iconic/landmark

### Section III – Incident Information

Date the incident occurred:

(If the incident occurred over a period of time, please note the date the incident began, or an approximate date.)

<input type="text"/>	<input type="text"/>	/	<input type="text"/>	<input type="text"/>	/	<input type="text"/>	<input type="text"/>
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Exact or approximate local time the incident occurred:

<input type="text"/>	<input type="text"/>	Hour	<input type="text"/>	<input type="text"/>	Minute	circle <b>AM</b> or <b>PM</b>
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#### Incident Thresholds Satisfied (for All Property Types)

(Check All that Apply)

- Intelligence gathering/Suspicious surveillance
- Terror/Bomb threats
- Unauthorized access
- Public health/HVAC incidents
- Thwarted terrorist attacks
- Suspicious mail/Delivered package contamination
- Extended service outage (water, electrical, telecommunications)
- Official threat warning from local authorities
- Suspected arson
- Discovery or appearance of suspicious bomb-making materials

#### Additional Lodging-Specific Thresholds

- Suspicious items found in rooms
- Suspicious food-poisoning incidents affecting multiple guests
- Suspicious behavior by guests
- Suspicious telecommunications or Internet activity
- Suspicious bookings

#### Additional Multi-Housing Specific Thresholds

- Suspicious behavior of residents or guests
- Suspicious behavior of applicants for residency
- Suspicious items found in residential units

#### Additional Retail-Specific Thresholds

- Suspicious thefts
- Food court poisoning incidents affecting multiple people
- Suspicion of "front companies"

**Briefly describe the incident:** \_\_\_\_\_

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**Section IV – Local Authorities Notification**

Date that local police or regional FBI officials were initially notified of the incident:

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Describe their response (if any): \_\_\_\_\_

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Name of the local, state or regional law-enforcement official most familiar with the incident (if known):

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Contact telephone number for that person:

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## Section V – Additional Information about the Property (OPTIONAL)

Please select all that apply relative to the specific property this report is about:

### Construction type:

- Precast
  - Brick
  - Wood
  - Other (please explain):
- 

### Location:

- Urban/Central business district
- Urban/Other
- Suburban
- Rural

### Number of stories:

- Less than 5
- 5-15
- 16-50
- 51 or more

### Approximate age of facility:

- Less than 15 years old
- 16-30 years old
- 31-50 years old
- 51 or more years old

### Parking facility configuration (if applicable):

- Attached garage
- Service lot
- Underground
- Single level
- Multiple levels

### Is the property freeway accessible?

- Yes
- No

### Are there any "sensitive" users or occupants in the property?

- Diplomat/Foreign agencies or offices
  - Military or national security agencies or offices
  - Other government agencies or offices
  - High-profile institutions, groups or individuals
  - Media outlets or companies
  - Other (please explain):
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**Are there any important adjacencies within 250 feet of the property?**

- Diplomat/Foreign agencies or offices
  - Military or national security agencies or offices
  - Other government agencies or offices
  - High-profile institutions, groups or individuals
  - Iconic buildings or other structures
  - Media outlets or companies
  - Other (please explain):
- 

**CERTIFICATION STATEMENT**

*Thank you for providing this information to the federal government as requested by the U.S. in its partnership with the real estate industry. Information submitted to the Department of Homeland Security in accordance with the procedures provided in the Critical Infrastructure Information Act of 2002 and its implementing regulations should be protected from public disclosure to the extent provided by the Act.*

*By signing below, you are certifying that this information is voluntarily provided for the purposes of the Critical Infrastructure Information Act of 2002; that this information is not required to be submitted to DHS or any other federal government department or agency pursuant to a legal requirement; that this information is not being submitted in lieu of independent compliance with a federal legal requirement; and that this information is not customarily in the public domain. You are providing this information in good faith, recognizing that any false representations may constitute a violation of 18 U.S.C. 1001 and are punishable by fine and imprisonment.*

*If DHS has questions about your incident report in the process of validating it, they will contact you by U.S. mail. You will have 30 days to respond to their questions to ensure the incident report remains open and active.*

*Once incident reports become validated by DHS, they are considered protected critical infrastructure information. If DHS determines that information you have submitted does not qualify for such protection, they will provide you with the opportunity to have the information destroyed.*

*Please sign and fax your completed incident report form to (703) 487-3570. You may also send the report form to DHS via controlled mail. Mailing instructions are on the Real Estate ISAC's website under "Report Incidents."*

Signature \_\_\_\_\_

Print Name \_\_\_\_\_